



# **JOB OPPORTUNITY**

## **CALIFORNIA DEPARTMENT OF INSURANCE**

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### **STAFF SERVICES MANAGER III**

**\$ 6,779 - 7,698**

### **FINANCIAL MANAGEMENT DIVISION**

### **BUDGETS & REVENUE MANAGEMENT BUREAU**

### **SACRAMENTO**

#### **RESPONSIBILITIES:**

Under general direction of the Division Chief, Financial Management Division, the Budget Officer (Staff Services Manager III) independently manages the Budget and Revenue Management Bureau. The incumbent is responsible for the development, administration and monitoring of the Department's budget; collaborates with Senior Management; has the authority to introduce policy level changes; serves as liaison to control agencies; and provides expert advice and guidance in preparation for Legislative testimony.

#### **DESIRABLE QUALIFICATIONS:**

- In-depth knowledge and understanding of the State Budget and Legislative Process.
- Thorough understanding of the statutory and regulatory processes and resources, the State Administrative Manual, State budgeting methods, strategic planning, and performance measures.
- Experience in the development of the Governor's Budget including all budget schedules.
- Experience working and collaborating with control agency staff including Department of Finance, Legislative Analyst's Office and the Legislature.
- Experience forecasting revenue and expenses.
- Experience providing leadership, advice and direction to executive management and departmental staff.
- Strong leadership and team building skills.
- Ability to effectively handle stress and meet deadlines.
- Effectiveness in completing assignments having frequent deadlines and changing priorities.
- Willingness to work extra hours, often without prior notice, when deadlines and / or rush projects necessitate.
- Ability to maintain a high degree of diplomacy, professionalism, initiative, and independence to work with a variety of clients.
- Ability to express ideas and information in written form clearly, accurately, and in an organized manner.
- Ability to express ideas and facts orally in a clear and understandable manner.

#### **WHO MAY APPLY:**

Applications will be accepted only from individuals at the Staff Services Manager III level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the

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#### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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most qualified candidates will be interviewed. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, or list eligibility) on the state application.**

### STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application (Std. 678) and a "Statement of Qualifications" (SOQ) in order to be considered for this position. The SOQ is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

**Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.**

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and Statement of Qualifications to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Manager III, #413-195-4802-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3351 or email [brownt.@insurance.ca.gov](mailto:brownt.@insurance.ca.gov).

**FINAL FILING DATE:**      **Until Filled**

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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